



Civilian Human Resources

Total Force Manpower, Commander, Navy Installations Command

CIVPERS – Hiring w/a Speed of Purpose

(b) (6)

DCHR

CAPT (b) (6)

Acting N1



Leadership Exercise

**What are the top three items you
wish you could change about
Civilian Hiring??**



DON Human Capital Strategic Plan

To reach our Vision...



Anchor #1: Access and Curate Best In Class Talent

Leverage the unique opportunities, mission, and work of the DON to create a globally recognized and unparalleled experience for world-class talent



Anchor #2: Develop Skills for the Future

Build capability in alignment with the changing nature of work and in anticipation of future workforce needs in order to successfully execute on our mission



Anchor #3: Harness the Power of Data

Promote organizational agility and more engaging employee experiences amidst shifting talent demands through the application of people analytics and other cutting edge technologies



Anchor #4: Strengthen the Bench of Future Talent

Build a robust leadership pipeline by identifying appropriate successors and proactively addressing talent gaps through targeted leadership development



Anchor #5: Enable a Technology Augmented Workforce

Leverage technology to optimize business processes, make data-driven decisions, unleash capacity for the workforce, and enhance the human experience

...We must act now.

- Refresh the DON Employment Brand
- Proactively Access Top Talent
- Curate Exceptional Employee Experiences
- Identify Skills Needed for the Future Civilian Workforce
- Rethink Jobs Intentionally
- Develop Modern Learner Experiences Focused on Building Future Skills
- Establish a Data Driven Foundation for Workforce Planning
- Expand People Analytics for Decision-Making
- Assess Current Talent Pipeline
- Refresh the Succession Planning Process
- Enhance Leadership Learning and Development
- Augment Work with Technology
- Train a Digital Workforce
- Enhance a Digital Experience for the DON's HR



DCHR Priority Initiatives

- Improve hiring via **standardized and innovative business processes**
- Strategic use of **Direct Hire Authorities** to expeditiously reach top talent
- Eliminate/minimize barrier to **effective hiring and retention** efforts
- Streamlined and Predictive Analytics for **data driven decision making**



Time to Hire (T2H) Stats

Department of the Navy – All Hires 10 Segments

All Hires FY2021 Q2	Segment 1		Segment 2		Segment 3		Segment 4		Segment 5		Segment 6		Segment 7		Segment 8		Segment 9		Segment 10		All Hires Volume	End To End Time
	RPA Init		Rev PD		Conf/Post JA		Ann open		Cert Issue		Cert Rec/Ret		TJO		COE		FJO		EOD			
	Volume	Average	Volume	Average	Volume	Average	Volume	Average	Volume	Average	Volume	Average	Volume	Average	Volume	Average	Volume	Average	Volume	Average		
NV11 - CNO	116	1.6			64	12.7	66	7.2	65	8.0	65	21.0	63	3.9	100	18.6	102	1.3	101	19.2	116	72.0
NV12 - SECNAV	438	2.1			88	7.8	87	6.9	75	5.6	79	28.1	76	7.3	250	16.0	253	1.6	249	16.9	438	46.7
NV14 - ONR	146	11.5			31	7.4	31	6.8	31	3.4	32	37.7	32	12.7	108	15.8	110	1.8	109	21.6	154	65.4
NV15 - NAVINTEL	47	13.9			19	24.5	19	10.3	18	22.2	19	33.1	19	13.8	40	86.8	40	1.3	39	15.2	47	163.6
NV18 - BUMED	617	12.6			236	10.7	244	9.6	232	7.6	287	23.0	276	6.9	501	53.6	504	1.1	484	18.4	617	106.2
NV19 - NAVAIR	1,474	4.4			343	10.4	362	8.7	324	5.8	331	22.8	326	8.8	877	21.4	857	1.8	838	17.2	1,474	54.6
NV22 - BUPERS	291	3.2			106	8.7	111	8.6	101	8.6	105	25.4	104	10.3	209	28.1	210	1.5	209	18.0	291	70.8
NV23 - NAVSUP	566	5.9	1	3.0	247	13.3	247	7.7	232	8.7	235	25.9	230	12.7	427	36.5	431	2.0	430	21.4	566	89.1
NV24 - NAVSEA	1,690	4.6	1	18.0	400	11.9	399	10.6	313	5.9	348	31.6	300	18.6	665	30.2	661	3.5	649	16.5	1,690	59.2
NV25 - NAVFAC	995	5.3			339	12.0	343	8.6	265	7.7	272	25.5	259	11.8	756	42.2	774	1.9	768	23.5	997	90.3
NV27 - USMC	1,016	7.6	1	12.0	422	12.9	418	7.1	354	6.1	370	21.3	357	11.5	856	34.7	844	2.0	841	20.1	1,016	87.6
NV30 - SSP	63	2.9			14	14.7	14	12.9	11	9.6	11	25.6	11	13.7	30	39.6	30	1.6	29	26.3	63	63.2
NV33 - MSC																						
NV39 - NAVWAR	454	4.4			126	10.3	127	7.2	78	5.2	81	33.5	79	15.2	358	27.4	361	1.3	358	24.9	454	73.6
NV41 - NSMA	141	7.3	1	57.0	1	35.0	2	18.5	2	10.5	2	81.5	2	71.5	2	39.0	2	1.0	2	7.0	141	78.2
NV52 - CNIC	800	6.6	1	3.0	291	11.8	298	7.6	252	7.6	255	21.4	237	13.8	596	40.4	625	1.8	624	21.7	800	89.1
NV60 - FFC	1,843	6.5	47	1.4	560	13.2	565	10.2	489	9.0	508	26.1	483	9.1	1,385	36.2	1,383	1.9	1,357	18.4	2,634	80.5
NV70 - PACFLT	1,272	5.7	8	9.4	333	14.0	333	11.4	287	5.6	344	22.6	325	11.6	556	66.7	577	2.3	555	20.5	1,272	93.0
NV72 - NAVRES	26	2.5			8	18.1	9	10.7	9	8.3	9	29.0	9	15.6	15	35.1	15	1.3	15	10.1	26	65.9
NV74 - SPECWAR	47	2.5			12	8.0	12	5.1	10	4.2	10	40.3	9	4.7	37	27.7	37	1.1	36	19.9	47	61.2
NV76 - NETC	304	5.7			98	8.9	100	8.3	95	7.1	95	23.2	93	7.9	252	16.1	257	1.2	256	19.9	304	63.0
DON Wide Total	12,346	5.9	60	3.9	3,738	12.0	3,787	9.0	3,243	7.2	3,458	25.1	3,290	11.2	8,020	35.9	8,073	1.9	7,949	19.7	13,147	77.1
DoD Goal	RPA initiation (2 days)		Review PD (1 day)		Confirm JA/Post JOA (7 days)		Receive Apps/Close JOA (10 days)		Evaluate Apps & Cert Issue (16 days)		Sel Official Review/ Return Cert (15 days)		Tentative Offer (3 days)		Conditions of Employment (10 days)		Official Offer / Acceptance (2 days)		Entry on Duty (14 days)		End-to-end time, from the initiation of the personnel action to the EOD of the employee (80 days)	
OPM Goal	Validate Need (1 days)		Review Position Description (1 day)		Confirm job analysis & assessment strategy (5 days)	Create/Post Job Opportunity/An nouncement (JOA) (2 days)	Receive Applications and notify applicants (10 days)	Close JOA	Evaluate Applicants (15 days)	Issue Certificate / Notify Applicants (1 day)	Review Applications/ Conduct Interview / Check References / Select / Return Certificate (15 days)	Tentative Job Offer (3 days)	Initiate Security Check (10 Days)	Official Offer / Acceptance (2 days)	Enter on Duty (14 days)	Enter on Duty/End-to-end time, from the initiation of the personnel action to the EOD of the employee (80 days)						
	Request Personnel Action (1 day)																					
Influencers	Command Process		Workforce Planning		Workforce Planning; Quality of PDs and Job Analysis		Labor Agreements; Expected applicant volume		Applicant volume		Applicant volume; Workforce planning		OPM Security Medical Drug Testing		Release from prior position		Release from prior position					

Primary Owner

Command

OCHR

Shared Ops/Command



Hiring Authorities

		HIRING AUTHORITY	VACANCY ANNOUNCEMENT REQUIRED?	TYPE OF APPOINTMENT	WHO IS ELIGIBLE?
NON-COMPETITIVE HIRING ¹ AUTHORITY	CURRENT & FORMER FEDERAL EMPLOYEES	LATERAL TRANSFER FROM OUTSIDE DOD	YES, to clear PPP	Permanent. Must be transferred to position at the same grade and same full performance level.	Qualified current Federal employees from another Federal agency.
		REASSIGNMENT WITHIN DOD	NO	Permanent. Must be reassigned to position at the same grade and same full performance level.	Qualified current permanent FWS/DOI employees.
		TEMPORARY PROMOTION (120 CALENDAR DAYS OR LESS)	NO	Permanent or term ⁴	Qualified current permanent or term employees.
		REINSTATEMENT	YES, to clear PPP	Permanent, term ⁴ , or temporary ⁵	Former Federal employees that possessed competitive status at the time of separation.
		REEMPLOYED ANNUITANTS	YES, to clear PPP	Permanent, term ⁴ , or temporary ⁵	Qualified Federal retirees eligible for reinstatement.
		RE-APPOINTMENT OF FORMER TERM OR TEMPORARY EMPLOYEES	NO, if filling as temporary ⁵ appointment <u>less</u> than 120 calendar days YES, to clear PPP if filling as term ⁴ or temporary ⁵ appointment <u>more</u> than 120 calendar days	Term ⁴ or temporary ⁵ . Must be re-appointed to the same position (title, series, grade, and duty location) and within time limitations of initial appointment.	Qualified former term or temporary employees who were originally appointed from a competitive certificate of eligibles.
	MILITARY VETERANS & SPOUSES	VETERANS RECRUITMENT APPOINTMENT (VRA)	NO, if filling as permanent appointment or temporary appointment <u>less</u> than 120 calendar days YES, to clear PPP if filling as term ⁴ or temporary ⁵ appointment <u>more</u> than 120 calendar days	Excepted service permanent ³ (<i>must be converted to competitive appointment upon completion of 2 years satisfactory service</i>); Competitive service term ⁴ or temporary ⁵ . Such appointments are not VRA appointments and do not lead to conversion to career-conditional appointment.	Eligible veterans who meet eligibility criteria as outlined at: https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/
		30% OR MORE DISABLED VETERANS	NO, if filling as temporary ⁵ <u>less</u> than 120 days YES, to clear PPP if filling as term ⁴ or temporary ⁵ appointment <u>more</u> than 120 calendar days	Term ⁴ or temporary ⁵ appointment. May be converted to a permanent appointment at any time during the appointment.	Veterans who are retired or discharged from active military service with a service-connected disability rating of 30% or more.
		MILITARY SPOUSES	YES, to clear PPP	Permanent, term ⁴ , or temporary ⁵	Eligible military spouses who meet eligibility criteria as outlined at: https://www.fedshirevets.gov/job/shams/ind ex.aspx



Hiring Authorities

	STUDENTS & RECENT	PATHWAYS PROGRAMS <u>CONVERSION</u> : (Interns, Recent Graduates, Presidential Management Fellows (PMF))	NO	Permanent or term ⁴ . May be converted to a permanent appointment at any time during the term appointment.	Current qualified Pathways Program candidates who have completed a college degree and completed all the Pathways program requirements for conversion.
	OTHER CANDIDATES	SCHEDULE A (INDIVIDUALS WITH DISABILITIES)	NO	Excepted service permanent ³ (<i>may be converted to competitive appointment upon completion of 2 years of satisfactory service</i>); term ⁴ or temporary ⁵ .	Individuals with intellectual, severe physical or psychiatric disabilities.
		INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM	NO	IPA assignments can be made using a detail or temporary appointment not-to-exceed 2 years, can be extended up to 2 years for a maximum total assignment of 4 years.	Current employees from State or local government, institutions of higher education, Indian tribal governments or other eligible organizations.
		DIRECT HIRE AUTHORITY (DHA)	Varies- See current DHA Matrix	Varies- As outlined in DHA Matrix	Any U.S. Citizen
		HIRING FLEXIBILITY	VACANCY ANNOUNCEMENT REQUIRED?	TYPE OF APPOINTMENT	WHO IS ELIGIBLE?
COMPETITIVE HIRING ² FLEXIBILITY	STATUS ⁶ AND NON-STATUS ⁷ CANDIDATES	DELEGATED EXAMINING (DE)	YES	Permanent, term ⁴ , or temporary ⁵	Any U.S. Citizen
		MERIT PROMOTION (MP)	YES	Permanent	Current career/career- conditional employees; former Federal employees with reinstatement eligibility, and those eligible under special hiring authorities or programs.
		TEMPORARY PROMOTION (120 CALENDAR DAYS OR MORE)	YES	Permanent or term ⁴	Qualified current permanent or term employees.
		DETAIL TO HIGHER GRADE (120 CALENDAR DAYS OR MORE)	YES	Permanent or term ⁴	Current permanent or term employees.
		VETERANS EMPLOYMENT OPPORTUNITIES ACT (VEOA)	YES	Permanent	Veteran - preference eligible or separated after 3 or more years of continuous active service performed under honorable conditions.



Hiring Authorities

CURRENT STUDENTS AND RECENT GRADUATES	PATHWAYS INTERNS	YES	Temporary Intern excepted appointment ³ can be made for up to 1 year; May be extended provided the individual remains at least a half-time student in a degree/certificate program. Career Intern excepted appointment ³ is expected to last for more than one year. May be noncompetitively converted to permanent or term appointment.	Current students enrolled at least half-time in an accredited high school, college, or university pursuing a qualifying degree or certificate.
	PATHWAYS RECENT GRADUATES	YES	Excepted service appointment ³ with option to noncompetitively convert to permanent or term appointment after completion of their 1 year appointment upon completion of all program requirements.	Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
	PATHWAYS PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM	YES <i>Recruitment handled by OPM and selection coordinated through agency's PMF coordinator</i>	Excepted service appointment ³ with option to noncompetitively convert to permanent or term appointment upon completion of all program requirements.	Individuals who complete graduate study; successfully complete OPM assessment process; and selected as finalist by OPM and for appointment within DOI/Bureau.

GLOSSARY OF TERMS:

- 1. Non-Competitive Hiring:** Individuals are not required to compete through a vacancy announcement on USAJobs before being appointed. However, the individuals must meet eligibility criteria and OPM qualifications requirements.
- 2. Competitive Hiring:** Individuals must compete for the position through a vacancy announcement on USAJobs before being appointed. This process may consist of an assessment questionnaire, an evaluation of the individual's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.
- 3. Excepted Service Appointment:** Civil service positions which are not in the competitive service. In the competitive service, applicants must compete with other applicants in open competition under the merit system administered by the Office of Personnel Management (OPM).
- 4. Term Appointment:** Non-permanent appointment to a competitive service position for a specific time period more than 1 year. The appointment may be extended for a maximum total appointment of 4 years.
- 5. Temporary Appointment:** Non-permanent appointment to a competitive service position for a specific time period up to 1-year. The appointment may be extended for a maximum total appointment of 2 years.
- 6. Status Candidates:** Individuals who have eligibility status to apply for positions open through merit promotion procedures, e.g. current career/career-conditional federal employees, former federal employees eligible for reinstatement, individual eligible under Special Hiring Authorities, etc.
- 7. Non-Status Candidates:** Individuals who do not have eligibility status to apply for positions open through merit promotion procedures. They may apply for positions open through delegated examining (DE) which allow all U.S. Citizens to apply.
- 8. Priority Placement Program (PPP):** Surplus and displaced Federal employees with selection priority when applying for jobs for agency's workforce. PPP eligible have selection priority over non-competitive candidates.



Highlight -Direct Hire Authorities (DHA) Categories

Hiring Authority	Expiration Date	Governing Guidance	Hiring Authority Highlights	Public Notice	Consideration of Veterans	PPP, ICTAP, RPL required	Navy Allocations
DoD Direct Hiring Authorities							
DHA for Post-Secondary Students and Recent Graduates (may be counted as 2 authorities: 1 for Post Secondary Students (PSS) and 1 for Recent Graduates (RG) DOD Mid-year report	September 30, 2025	<ul style="list-style-type: none"> P. L. 115-232, NDAA FY19 Section 1102 P.L. 114-328, NDAA FY17 Section 1106; USD (P&R) memorandum, "Direct-Hire Authority for the Department of Defense for Post-Secondary Students and Recent Graduates," February 6, 2017 DON guidance "Direct Hire Authority for Post-Secondary Students and Recent Graduates," dated August 2017 DON guidance "Direct Hire Authority for Post-Secondary Students and Recent Graduates," updated April 2021 	<ul style="list-style-type: none"> Administrative, professional, and Student Trainee xx99 series positions GS-11 and below (or equivalent) Post-secondary students are hired via term appointment with noncompetitive conversion eligibility to permanent upon completion of degree requirements Post-secondary students may also be hired into "Competitive Service Student Trainee" occupational series xx99 and into one-grade interval support positions that directly lead to two-grade interval positions in the Professional or Administrative occupations Post-secondary students must sign participant agreement / adhere to program requirements Recent graduates hired via permanent appointment Appointments are limited to 25% of total number of hires made into professional and administrative occupations at the GS-11 or below (equivalent) under competitive examining procedures during the previous FY LEGAL AUTHORITY CODE <ul style="list-style-type: none"> Direct-Hire Auth (DoD Post-Sec Student Appt), Sec 1102, PL 115-232, 8/13/2018 Direct-Hire Auth (DoD Post-Sec Student Conv), Sec 1102, PL 115-232, 8/13/2018 Direct-Hire Auth (DoD Recent Grad Appt), Sec 1102, PL 115-232, 8/13/2018 	Yes; Public Advertisement	No	PPP - Waived ICTAP/RPL - No	DOD provides allocations at the beginning of the FY
DHA for Domestic Defense Industrial Base Facilities and the Major Range and Test Facilities Base in the DoD Report Annually by October 31	September 30, 2025	<ul style="list-style-type: none"> P. L. 116-92, NDAFY20, Section 1107 P.L. 114-328, NDAA FY17 Section 1125(a)(c) USD (P&R) memorandum, "Extension of Direct-Hire Authority for Domestic Defense Industrial Base Facilities and the Major Range and Test Facilities Base in the Department of Defense implementation procedures," July 19, 2018 DON memorandum "Policy for Temporary Direct Hire Authority at Domestic Defense Industrial Base Facilities and the Major Range Test Facilities Bases in the DoD," dated 28 June 2017 	<ul style="list-style-type: none"> Appoint qualified candidates at any Domestic Defense Industrial Base Facilities or Major Range and Test Facilities Base GS or FWS, up to GS-15 (or equivalent) Temp, term, and permanent appointments May not be used to fill positions overseas LEGAL AUTHORITY CODE <ul style="list-style-type: none"> Direct-Hire Auth (Domestic DIB, MRTFB), Sec 1102, PL 115-91, 12/12/2017 	No*	No	PPP - Yes, Modified ICTAP/RPL - No	unlimited



Highlight (DHA)

Hiring Authority	Expiration Date	Governing Guidance	Hiring Authority Highlights	Public Notice	Consideration of Veterans	PPP, ICTAP, RPL required	Navy Allocations
Certain Personnel of the DoD / Modified Direct Hire Authority Report Annually by October 31	September 30, 2025	<ul style="list-style-type: none"> • P.L. 116-92, NDAA FY20 Section 1109 • P.L. 115-232, NDAA FY19 Section 1101 • USD (P&R) memorandum "Direct Hire Authority for Certain Personnel of the Department of Defense" dated April 2, 2020 • DON memorandum "Direct Hire Authority for Certain Personnel of the Department of Defense" dated April 11, 2020 • USD (P&R) memorandum "Waiver of Requirement to Apply Title 5, United States Code, Section 3326, When Using Direct Hire Authority for Certain Positions Supporting the Response to the Novel Coronavirus Disease Outbreak," dated 24 April 2020 • USD (P&R) memorandum "Additional Healthcare Occupations Temporarily Covered by Department of Defense Direct Hire Authority" dated July 20, 2020 • USD (P&R) memorandum "Extension of Waiver of Requirement to Apply Title 5, United States Code, Section 3326, When Using Direct Hire Authority for Certain Positions Supporting the Response to the Novel Coronavirus Disease Outbreak," dated November 1, 2020 • USD (P&R) memorandum "Designation of the Dental Assistant Series, 0681, as a Shortage Category Occupation," dated March 4, 2021 • USD (P&R) memorandum "Extension of Waiver of Requirement to Apply Title 5, United States Code, Section 3326, When Using Direct Hire Authority for Certain Positions Supporting the Response to the Coronavirus Disease 2019 Pandemic," dated May 17, 2021 	DoD Direct Hiring Authorities, cont. <ul style="list-style-type: none"> • GS-15 and below (or equivalent pay grades) • Temp, term, and permanent appointments • Positions involved with Department maintenance activities, such as maintenance of weapon systems, hardware, equipment, software, installation infrastructure, or any combination thereof, including depot level maintenance and repair. • Positions in the Cyber workforce (also known as Cyberspace workforce) as defined in DoDD 8140.01, "Cyber Workforce Management," designated with a cyber work role code. • Positions in the Acquisition Workforce that are responsible for managing any services contracts necessary to the operation and maintenance of programs of the Department. • Positions in Science, Technology or Engineering, including any such position at the Major Range Test Facilities Base, in order to allow development of new systems and provide for the maintenance of legacy systems • Positions in the Science, Technology or Engineering, or Mathematics, including technician positions, within the defense acquisition workforce, or any category of acquisition positions within the Department designated by the Secretary as a shortage or critical need category as outlined in Table "11" of DoD's implementing guidance) • Positions in the Science, Technology or Engineering, or Mathematics, except any such position within any defense Science and Technology Reinvention Laboratory (STRIL), for which a qualified candidate is required to possess a bachelor's degree or an advanced degree, or for which a veteran candidate is being considered • Positions in medical or health professions with the Department designated by the Secretary as a shortage category or critical need occupation (as outlined in Table "72" of DoD's implementing guidance) • Positions in childcare services, including family childcare coordinator services and school age childcare coordinator services, for which there is a critical hiring need and a shortage of childcare providers (as outlined in Table "8" of DoD's implementing guidance) • Positions in financial management, accounting, auditing, actuarial, cost estimation, operational research, business, or business administration for which a qualified candidate is required to possess a finance, accounting, management, or actuarial science degree or a related degree or degree equivalent experience • Positions, as determined by the Secretary, for the purpose of assisting and facilitating the efforts of the Department in business transformation and management innovation. Occupational series 0301, 0343, and 1515. • Additional healthcare occupations temporarily covered: 0081, 0622, 0640, 0646, 0670, 0673, 0679, 0681, 0688, 0698 • Temporarily covered occupational series expires on June 1, 2021 • Temporary waiver of 180-day waiting period to hire retired service members expires March 1, 2022 LEGAL AUTHORITY CODE Modified Direct Hire Auth, Section 1109, PL 116-92, dated 12/20/2019	No*	No	PPP - Yes, Modified ICTAP/RPL - No	unlimited
Noncompetitive Temporary and Term Appointments To Meet Critical Hiring Needs in the Department of Defense Report upon request	Indefinite	<ul style="list-style-type: none"> • 10 U.S.C 1580; • P.L. 114-328, NDAA FY17 Section 1105(b) • OSD memorandum, "Noncompetitive Temporary and Term Appointments To Meet Critical Hiring Needs in the Department of Defense," July 14, 2017 • DON Memorandum "Policy for Noncompetitive Temporary and Term Appointments to Meet Critical Hiring Needs in the Department of Defense," dated 23 October 2017 	DoD Direct Hiring Authorities, cont. <ul style="list-style-type: none"> • Appointments are limited to a maximum of 18 months (Initial appointment is one (1) year, up to six month extension • Provides no provision for extension or conversion • May be used for any occupation, any pay plan, up to GS-15 (or equivalent) • Temp and term appointments • Reappointment using this DHA to a successor position beyond 18 months is not permissible LEGAL AUTHORITY CODE • Direct-Hire Auth, (Critical Hiring Need), Sec 1105(b), PL 114-328, 12/23/2016	No*	No	PPP - Yes, Modified ICTAP/RPL - No	unlimited
DHA for Police Officer Positions	September 29, 2021	<ul style="list-style-type: none"> • OSD memorandum, "Temporary DHA for Police Officer positions, September 30, 2019 	<ul style="list-style-type: none"> • Positions covered: GS-0083 at GS-05 to GS-09 (or equivalent) level • Temp, term, and permanent appointments LEGAL AUTHORITY CODE • Direct Hire Authority for Shortage Category/Critical Need, 5 U.S.C. 9902(b)(2), 6/6/2017	Yes	No	PPP- Yes, Modified ICTAP/RPL - Yes	unlimited
DHA for Installation Military Housing Office Report Annually by October 31	September 30, 2021	<ul style="list-style-type: none"> • P. L. 115-91, NDAA FY18 Section 559, Section 1792 note • P.L. 116-92, NDAA FY20 Section 3035 • USD (P&R) memorandum, "Temporary Direct-Hire Authority for Employees of Installation Military Housing Office in the Department of Defense," April 24, 2020 	<ul style="list-style-type: none"> • Positions covered: Misc Administration and Program GS-0301 Management and Program Analysis GS-0343 General Business and Industry GS-1101 Realty GS-1170 Housing Management GS-1173 • Temp, term, and permanent appointments LEGAL AUTHORITY CODE • Direct Hire Authority for Mil Housing Office, Sec 3035, PL 116-92, 12/20/2019	No	No	PPP- Yes, Modified ICTAP/RPL - No	unlimited



Highlight (DHA)

Hiring Authority	Expiration Date	Governing Guidance	Hiring Authority Highlights	Public Notice	Consideration of Veterans	PPP, ICTAP, RPL required	Navy Allocations
OPM Direct Hiring Authorities							
OPM DHA for Medical Occupations	Indefinite	<ul style="list-style-type: none"> 5 USC § 3304 5 CFR § 337, Subpart B GW-001, issued 6/20/03 	<ul style="list-style-type: none"> Positions covered: <ul style="list-style-type: none"> Diagnostic Radiologic Tech GS-0647 Medical Officer GS-0602 Nurse GS-0610 / 0620 Pharmacist GS-0660 Temp, term, and permanent appointments 	Yes; USAJobs	No	PPP - Yes ICTAP/RPL - Yes	unlimited
OPM DHA for Information Technology Management (Information Security)	Indefinite	<ul style="list-style-type: none"> 5 USC § 3304 5 CFR § 337, Subpart B GW-002, issued 6/20/03 	<ul style="list-style-type: none"> Positions covered: GS-2210-09 & above (INFOSEC) parenthetical positions only Temporary, term and permanent appointments 	Yes; USAJobs	No	PPP - Yes ICTAP/RPL - Yes	unlimited
OPM DHA Iraq Reconstruction Efforts	Indefinite	<ul style="list-style-type: none"> 5 USC § 3304 5 CFR § 213.3106(b)(9) 5 CFR § 337, Subpart B GW-003, issued 7/1/03 	<ul style="list-style-type: none"> Positions at all Wage Grade levels and GS-09 level and above Positions require fluency in Arabic/Middle Eastern languages Temporary, term and permanent appointments 	Yes; USAJobs	No	PPP - Yes ICTAP/RPL - Yes	unlimited
OPM DHA for Veterinary Medical Officers	Indefinite	<ul style="list-style-type: none"> 5 USC § 3304 5 CFR § 337.206 GW-006, issued 2/12/09 	<ul style="list-style-type: none"> Positions covered: GS-0701-11 through 15 Temporary, term and permanent appointments 	Yes; USAJobs	No	PPP - Yes ICTAP/RPL - Yes	unlimited
OPM DHA for STEM Positions Report upon request	Indefinite	<ul style="list-style-type: none"> 5 CFR § 337, Subpart B OPM Memorandum, issued 10/11/2018 	<ul style="list-style-type: none"> Specific STEM positions covered at the GS 11 through 15 Temp, term, and permanent appointments 	Yes; USAJobs	No	PPP - Yes ICTAP/RPL - Yes	unlimited
OPM DHA for Cybersecurity	Indefinite	<ul style="list-style-type: none"> 5 CFR § 337, Subpart B OPM Memorandum, issued 10/11/2018 	<ul style="list-style-type: none"> Positions covered: <ul style="list-style-type: none"> Computer Engineers (Cybersecurity) GS-0854 Computer Scientists (Cybersecurity) GS-1550 Electronics Engineers (Cybersecurity) GS-0855 IT Cybersecurity Specialist* GS-2210 Positions at the GS-12 through 15 levels Temp, term, and permanent appointments 	Yes; USAJobs	No	PPP - Yes ICTAP/RPL - Yes	unlimited



Beyond USAJOBS.....

- **LinkedIn Recruiter** – All encompassing hiring platform for talent professionals that helps find, connect with, and manage the people you want to be on your team.
- **Yello** - Leverage acquisition, recruitment marketing and operations functionality in a single platform
- **American Job Centers /Career One Stop Centers** - Network that helps businesses find qualified workers
- **Vocational/Tech Schools/High Schools**
- **Resume Mining**
- **Colleges/Universities**
- **Professional Organizations & Associations**



Direct Hire Usage Comparison

Department of the Navy Major Command Hiring												
Major Command	All Hires	All Hires Average	Internal Hires	Internal Average	External Hires	External Average	MPP Hires	MPP Average	DE Hires	DE Average	DHA Hires	DHA Average
NV11 - CNO	116	72.0	70	64.8	46	84.0	45	84.4	15	92.1	5	59.2
NV12 - SECNAV	438	46.7	352	40.7	86	69.5	126	62.8	15	58.4	36	46.8
NV14 - ONR	154	65.4	77	57.2	77	72.6	19	102.2			65	52.5
NV15 - NAVINTEL	47	163.6	21	99.1	26	217.8	35	168.3				
NV18 - BUMED	617	106.2	308	77.8	309	134.6	145	118.1	24	155.2	247	119.0
NV19 - NAVAIR	1,474	54.6	1,087	45.5	387	80.1	512	64.2	29	88.9	350	71.1
NV22 - BUPERS	291	70.8	139	55.4	152	84.5	86	80.5	72	103.2	14	47.6
NV23 - NAVSUP	566	89.1	399	74.6	167	123.4	254	106.8	48	112.7	45	93.5
NV24 - NAVSEA	1,690	59.2	1,259	52.9	431	77.3	452	91.4	7	141.1	456	58.4
NV25 - NAVFAC	997	90.3	681	80.7	316	110.7	398	104.0	18	168.7	282	105.5
NV27 - USMC	1,016	87.6	531	70.4	485	106.3	256	110.1	25	124.5	381	90.1
NV30 - SSP	63	63.2	46	57.2	17	78.8	13	94.6			19	68.1
NV33 - MSC												
NV39 - NAVWAR	454	73.6	273	67.8	181	82.3	122	94.6	4	107.5	203	74.4
NV41 - NSMA	141	78.2	119	47.4	22	248.4						
NV52 - CNIC	800	89.1	469	72.9	331	112.0	317	107.1	12	154.6	173	88.4
NV60 - FFC	2,634	80.5	1,877	67.5	757	109.4	813	96.5	126	126.0	329	71.6
NV70 - PACFLT	1,272	93.0	835	64.7	437	146.4	654	76.1	44	340.2	316	120.0
NV72 - NAVRES	26	65.9	19	53.3	7	100.0	6	136.7				
NV74 - SPECWAR	47	61.2	33	44.3	14	99.7	12	106.5	3	94.7	12	47.6
NV76 - NETC	304	63.0	111	58.9	193	65.4	82	91.7	8	91.5	128	49.2
DON-Wide	13,147	77.1	8,706	62.4	4,441	104.9	4,347	91.8	450	139.9	3,061	83.3
Army	16,790	98.0	10,275	76.3	6,515	132.2			1,147	135.0	3,872	116.9
Air Force	10,968	73.3	7,062	59.4	3,906	98.4			67	143.5	3,611	63.0
All DoD	46,899	83.3	30,244	66.1	16,655	114.2			2,462	126.4	11,110	89.6

*NOTE: NV33 (MSC) has been realigned into NV60 (FFC). However, as NV33 still had hires into the UIC during FY21, they will remain on our metrics reports until the end of the fiscal year. Any new MSC hires are reflected in the FFC numbers



HR Analytics

DON Dashboards: <https://analytics.navair.navy.mil/sense/app/a409226b-e1b8-4277-b557-887461d61f47/overview>

Department of the Navy Civilian Hiring Metrics Dashboard

- The DON Civilian Hiring Metrics Dashboard is updated 15 days after the end of each quarter and provides DON wide hiring data by quarter, historic trend data, and ten segment data
- New updates to the dashboard this quarter include
 - The percentage of actions completed within 80 days
 - Additional DHA information, including eligibility and vet status info
 - Clearer trend tracking of individual segments
- The dashboard is available to all DON users with a CAC. Simply use your e-mail certificate to access
- Starting Q3 FY2021 the dashboard will replace most the Quarterly Targets and Timelines Fact Sheet
- We continue to iterate and add to the dashboard each quarter – any additional suggestions are welcome!

Link to DON Civilian Hiring Metrics Dashboard - <https://analytics.navair.navy.mil/sense/app/a409226b-e1b8-4277-b557-887461d61f47>



CNIC Specific Dashboard: <https://g2.cnrc.navy.mil/solutions/tfd/Pages/TFDRedirect.aspx>



Leadership Exercise Conclusion

**Given the right tools and the
right information, how many
item on your top three
Civilian Hiring wish list could
you impact locally?**



Discussion

Comments/Questions

NSAB N3 Hiring Action Tracker

9/17/2020

Position Title	Vice	BIN #	PMB Approved	RPA Received	RPA #	Notes	Status
			Y/N	Y/N			
Physical Security Specialist (Antiterrorism)		3785402	Y	N		Approved by PMB	Approved by PMB 6.12.20; awaiting submission of RPA
Detective		3768922	Y	N		Approved by PMB	Approved by PMB 6.12.20; awaiting submission of RPA
Supervisor Police Officer(DCOP)	(b) (6)	3768898	Y	N		Approved by PMB	Approved by PMB 6.12.20; awaiting submission of RPA
Security Assistant		3784621	Y	Y		(b) (6) - awaiting pending approval of T-3 Security Clearance	(b) (6) awaiting pending approval of T-3 Security Clearance
Small Arms Repairer		3768906	Y	N		Approved by PMB	Approved by PMB 6.12.20; awaiting submission of RPA
LEAD POLICE OFFICER		3768919	Y	Y		Approved by PMB	N3 is in the process of conducting interveiws.
LEAD POLICE OFFICER	(b) (6)	3919371	Y	Y		EOD 09/27	EOD 09/27
NSF WATCH CMDR (REIMB)		3962412	Y	Y		Final offer VRA	Final offer
Police Instructor (Trainer)		4071330	Y	N		Approved by PMB	Approved by PMB 18 May 20; awaiting submission of RPA
Police Officer			Y	Y	633990	HR will hire police officers /BIN is occupied by Cpl (b) (6) (AMD) & Cp (b) (6) (TWMS)	Selection made RPA submitted 6/12/20 BIN 3768904 - Tentative Job Offer Sent
Police Officer		3768914	Y	Y	633990	HR will hire police officers	Selection made RPA submitted 6/12/20 BIN 3768914 - Tentative Job Offer Sent
Police Officer		3768915	Y	Y	633990	HR will hire police officers	Selection made RPA submitted 6/12/20 BIN 3768915 - Tentative Job Offer Sent
Police Officer			Y	Y	633990	HR will hire police officers/BIN is occupied by Cpl (b) (6)	Selection made RPA submitted 6/12/20 BIN 3784626 - Tentative Job Offer Sent
Police Officer		3962407	Y	Y	633990	HR will hire police officers	Selection made RPA submitted 6/12/20 - Tentative Job Offer Sent
Police Officer		3962409	Y	Y	633990	HR will hire police officers	Selection made RPA submitted 6/12/20 - Tentative Job Offer Sent

NSAB N9 Hiring Action Tracker

Updated: 9/23/2020

			PMB Approved	RPA Received		
Position Title	Vice	BIN #	Y/N	Y/N	RPA #	Notes
Counseling and Advocacy Supervisor (CAS)	(b) (6)	3785824	N/A	N	753242	Position was posted on 9/16/2020. Open from 9/17/2020 - 9/23/2020.
Work & Family Life Consultant (WFLC)	(b) (6)	3785829	Y	Y	699470	RPA was returned due to errors. On 9/22/2020 it was corrected and sent back to Stennis.
Work & Family Life Consultant (Personal Financial Management Specialist)	(b) (6)	3785830	Y	N	N/A	Approved by PMB 7.24.2020; awaiting submission of RPA
New Parent Support	(b) (6)	3785822	Y	Y	660463	Cert sent to incorrect email and returned without selection. Corrected email and got 30 day extension. Hiring manager reviewing cert.
Social Services Representative (New Parent Support)		3785821	Y	Y	660463	Cert sent to incorrect email and returned without selection. Corrected email and got 30 day extension. Hiring manager reviewing cert.
FAP Admin	(b) (6)	3785823	Y	N	N/A	Announcement reviewed and due back to Stennis 9/16
Work & Family Life Consultant (Encumbered)		3785831			N/A	Once return rights are cleared, please move forward with hiring as permanent
Clinical Counselor	(b) (6)	2939678				PD is pending submission for classification; Will be submitted by Friday 9/25/2020
Exceptional Family Member Case Liaison	(b) (6)	3785835	Y	Y	596319	Final offer made with 27 Sep start date; Selectee (b) (6)
Housing Management Specialist	(b) (6)	4059725	Y	Y	563466	Position was posted on 9/18/2020 and closed 9/22/2020.

NSAB N0 Hiring Action Tracker

Updated:

9/23/2020

PMB Approved	RPA Received
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[illegible]

NSAB Military Positions Tracker

Updated: 9/17/2020

[illegible]

Chair:

Good morning! My name is (b) (6), and I'm the Executive Director for Naval District Washington. I will be leading the interview this morning. First off, I want to congratulate you for getting to this point in our selection process. We are looking forward to interviewing you today for the Total Force Manpower Director position at NDW.

Before we begin, I would like to do a quick mic check and make sure you can hear each panel member. We will do this as I introduce each of them. Joining me I have Ms. Leslie Joseph, the Director of Total Force Manpower for Commander, Navy Installations Command – mic check. Ms. (b) (6), the Executive Director for Commander, Navy Region Mid-Atlantic, Mr. (b) (6), Director for Total Force for Naval Facilities Engineering Command, and CAPT (b) (6) the Naval District Washington Chief of Staff. We also have Ms. (b) (6) observing as our EEO representative and Ms. (b) (6) who scheduled your interview.

This interview will consist of 6 questions. You will have 30 minutes to answer all of the questions. We will provide you with a 5 minute warning towards the end, but I encourage you to manage your time wisely throughout the interview so that you are able to cover each question. If you have extra time at the end, you may circle back to earlier questions and responses.

I will now give you a brief description of the position before proceeding into the interview:

“This position serves as the Director, Total Force Manpower Management (N1) for Navy Region Naval District Washington (NDW). The incumbent directs and administers the Total Force Manpower Management Department, which includes civilian and military Manpower and Manning, the Navy Reserve Program, Civilian Human Resources Office, Military Personnel Services, Total Force Strategy and Plans, Workforce Planning and Development, Career Counselor, Drug Free Workplace Program, a Transient Personnel Detachment, Human Capital Strategy, and Culture of Excellence initiatives. The N1 is responsible for functional collaboration with the Equal Employment Opportunity/Equal Opportunity programs, including support of the Reasonable Accommodation Program. And as the Director, the incumbent plans, designs, develops, organizes, budgets for and administers Total Force Manpower and Management for NDW; oversees the Human Resources (HR) servicing and delivers total workforce analysis, advice and service within NDW.”

Are there any questions about the process?

Great. Let's get started.

Thank you for your time today! We will be completing interview this week and will be conducting reference checks. We plan on making a selection by the end of the week. If you have any additional questions following your interview, please reach out to (b) (6), your HR POC. Thank you again and have a wonderful day!

Recruitment WORKFLOW

- Yellow highlighted areas require follow up and/or are things we need to fix but not directly included in this process.
- This is intended to focus on “Step 0” – what happens before the formal recruitment starts. However I’ve also included some of “Step 2” which includes PD review, as I think this should be done ideally as early as possible in the process.

- 1) HM receives a request for a release date or a letter of resignation, can start the pre-recruitment management tool request right away.
 - a) Oftentimes installations know a person is leaving. What can they do? What level of proof do they need to move beyond this step?
 - i) (b) (6) said specific date isn’t needed
 - ii) There is a justification block in the tool...
 - iii) If the supervisor says that this employee (EE) is leaving, we will accept that we can recruit...? Can we agree to that?
 - iv) Hire vice valid soon to be vacant BIN, name of person; can later verify the person actually left... Need to go back and follow up to make sure it happens.
 - v) What does the follow up process look like to get people off the roles?
 - (1) This is a HR and installation/ program co-responsibility. LET’S RETURN TO THIS PROCESS.
- 2) Hiring manager identifies a vacancy.
 - a) Vacancy identification should be associated with specific BIN
 - b) Confirm BIN is still appropriately aligned to your program; no changes to your AMD; etc.
 - i) Manpower support on this
- 3) Determine if PMB approval is required
 - a) Hiring manager reviews PMB instruction
 - b) Consult w/ Manpower if confused
 - c) If PMB approval required, follow those steps, then return to this workflow.
- 4) Confirm the following are completed:
 - a) Review PD for accuracy
 - i) If not accurate/ current, submit updates to HR specialist for review and submission to CCOE at CNIC HQ
 - ii) If accurate, proceed.
 - iii) Consult HR for support to review PD- assess scope creep, roles, duties increased/ decreased, etc.
 - b) Ensure funding is available for this position
 - i) Review budget and consult with N8 if necessary
- 5) PRE-RECRUITMENT MANAGEMENT TOOL
 - a) Can we eliminate the PRM requirements for approved valid requirements on AMD?
 - b) (b) (6) PRM is useful for validation purposes to ensure valid/vacant/funded BIN?
 - c) How could overhiring take place if the BIN cannot double encumber?
 - i) How do you get permission to double encumber?
 - (1) Program responsibility to manage and ensure overhiring is not occurring...

- ii) CNIC dictated PRMT- other regions use it differently? How do they use it?
 - (1) This impacts manpower's ability to do analysis, etc.
 - (2) Unassigned bins, bins are vacant, etc.
 - (3) E/S analysis, etc.
- iii) Manpower needs to ensure programs and installations know that they have been moved into different BINs
- iv) BIN REVIEW PROCESS BETWEEN MANPOWER AND INSTALLATIONS/PROGRAMS
- v) Dual responsibility – Installations have vacant bins, they can see who isn't in a BIN, e.g. fire- put this person in a BIN, etc.
- vi) How do we create a new BIN?
 - (1) E.g. security detachment- MPVP... NAVMAC.
 - (2) Request, go to PMB, route to CNIC HQ, HPQ approves,
 - (3) BIN / assignments/ etc.
- vii) (b) (6) said that sometimes we request permission for things we don't need to... this allows CNIC to weigh in on things they don't need to. FU on this
 - (1) Master planner file- upper limits for what CNIC has validated our staffing requirements to be
 - (2) Internal movement – e.g. pass and id changes- don't need permission from HQ
 - (3) The BINs for the GS 6 to 7 PDs were changed – go off of the AMD- make sure (b) (6) understands this.
- viii) Incorporate in business rules- authority for overhires **
 - (1) Include publishing approved rules for overhires in this.
- d) Pre recruitment tool--- PMB approver – say yes even tho it's not required in NDW
- e) PRT – an added module for TWMS, not sure who developed
- f) WHAT DOES MANPOEWR DO:
 - i) Log – track requests, status of those requests; conduct analysis; determine if BIN is vacant, communicate notes
 - ii) Validate who is in review groups, do they need to be?
 - (1) One person per group needs to review and concur; group a- program or installation PD; group b- manpower; group c- approve...
 - (2)
 - iii) Created a separate log – excel spreadsheet
 - iv) Review number of ppl in each group, how this influences the timeline...
- g) Flows to HR to review everything and validate it is all accurate
- h) PARKING LOT- RUN REPORTS ON ALL VACANCIES; UPDATE METRICS
 - i) Monthly gains and losses report. **
- i) LOG RE PRMT
- j) Weekly meeting w manpower and HR- requests that have been approved that week; specialists can then act on the RPAs.
- k) (b) (6) gives (b) (6) info; she has a log.
- l) Is there an expedited PRMT process?
- m) Report in TWMS that shows steps in hiring action... DCPDS feeds into TWMS... but little data that goes from TWMS to DCPDS...
 - i) Get this report from (b) (6)
 - ii) Stennis is working their RPA with just DCPDS, not TWMS.

- n) Feedback from (b) (6) criteria changes... what does this mean? Minimum requirement, this should streamline...
 - o) BUSINESS RULES- empower programs to move out with hiring in advance, if there are issues then they have to absorb loss in their program?
 - p) DON Recruit Checklist has changed several times in the past year.
 - q) Be careful- a number of one offs that skew the averages.
 - r) TRAINING IS REQUIRED- HOW TO MANAGE BINS, PD REVIEWS, ETC
- 6) Hiring manager contacts HR specialist for advisory services
 - a) Consider competitive v non-comp (e.g. mioC, direct hire authorities, etc.)
 - b) Essentially, discuss hiring strategy
 - c) Goal: develop hiring guide for managers
 - 7) Hiring manager completes DoN USA Staffing Recruit Position Checklist.
 - a) Currently the HR Specialist provides checklist to the hiring manager once contacted
 - b) Exploring options to shorten this process: Can we post somewhere where employees could pull down? Or email out to all hiring managers when new versions are published?
 - c) OCHR owns the checklist and updates it periodically.
 - 8) Hiring manager submits information to Manpower
 - 9) Manpower then inputs information into system?? TWMS?? to clear for APP
 - a) APP is DON program (other Navy orgs that need to return CONUS)
 - b) If APP candidates identified, review resumes and determine suitability.
 - c) If no candidates, proceed to RPA.
 - 10) Hiring manager submits checklist to HR specialist
 - a) Maybe to HR specialist, maybe an inbox, not sure
 - 11) HR specialist reviews checklist and approves for RPA
 - 12) Hiring manager initiates RPA
 - a) HR specialist can also initiate RPA; decided to decentralize for now to expedite process
 - 13) RPA is then routed to HR
 - 14) HR will review RPA and clean up, and then submit to OCHR

Can we change the steps in TWMS on the RPA Hiring Process Milestone Metrics report? PD review should come before RPA initiation.

From Arnita – Navy Segments

Segment 1- Creation date to OCHR

Segment 2- Class begin/end – PD review

Segment 3- OCHR to JOA open – number of days to announce

Segment 4- JOA open to close – announcement period (number of days posted)

Segment 5 – JOA close to Cert issue – OCHR reviews resumes (qualifications review); sends cert with return date

Segment 6 – cert issue to cert returned- time the hiring manager has to review cert, conduct interviews and make selection – this is a 30 day window

PRIOR TO THIS: Hiring manager should have interview panel selected; questions prepared; days and times of interviews (tentative); hiring matrix for resume review; etc.

Segment 7- date pay sent to TJO- from when cert returned to OCHR to when TJO is authorized and sent

OCHR authorizes TJO, sends us back pay setting; NDW sends TJO

Segment 8- TJO to COE's completed

HR and employee own this

Need to break this down

COE:

Paperwork

Physicals

Drug tests

Security

Release dates

Salary negotiations

Incentive negotiations

EOD confirmation

Segment 9- Request for FJO to FJO issue

HR sends OCHR note to indicate person has completed security, all COE, ready for FJO

OCHR sends FJO

Segment 10- FJO issued to EOD

Usually 2-4 weeks

HR Specialist is entering dates in TWMS for these segments that tracks the amount of time it takes up to complete each step

Business rules- requirements for TWMS updates, report generation; use tools we have... will drive ability to generate automated reports.